



**AMERICAN EMBASSY
MANILA**

VACANCY ANNOUNCEMENT

ANNOUNCEMENT NUMBER: 2007-021

OPEN TO: All Interested Candidates

POSITION: Computer/Administrative Assistant (DHS/CBP),
LES-8; FP-6
This position is budgeted for the Local
Compensation Plan

OPENING DATE: March 06, 2007

CLOSING DATE: March 20, 2007

WORK HOURS: Full-time

**NOTE: ALL ORDINARILY RESIDENT APPLICANTS MUST BE RESIDING IN
COUNTRY AND HAVE THE REQUIRED RESIDENCY PERMIT TO BE
ELIGIBLE FOR CONSIDERATION.**

The U.S. Embassy in Manila is seeking an individual for the position of Computer/Administrative Assistant in the Department of Homeland Security/Customs and Border Protection (DHS/CBP), Chancery Annex Building.

BASIC FUNCTION OF POSITION

Serves as the office management specialist and local area network (LAN) administrator of the DHS/Customs and Border Protection (CBP) office in Manila. Installs and maintains the CBP LAN system in both the Chancery and Seafront offices of the CBP. Provides technical advice to the CBP Officer on all computer system hardware and software requirements of the office. Trains the CBP staff on the use of their computer system. Performs office administrative functions including secretarial tasks for the CBP Officers to include budget formulation and monitoring, procurement, supplies, travel, and logistical support. Performs basic analytical research and reporting on documents to determine immigration issues related to fraud. Drives the CBP government vehicle and escorts VIP visitors of CBP.

QUALIFICATIONS REQUIRED

NOTE: All applicants must address such selection criterion detailed below with specific and comprehensive information supporting each item.

1. Must have a college degree in the field of information technology or computer management.
2. Must have at least five years progressively responsible experience in computer LAN administration.
3. Level 4 (Fluent) Speaking/Reading English and Tagalog language is required.
4. Must have strong technical knowledge of computer systems administration. Must have basic knowledge of DHS organization, Embassy organizational structure, policies and procedures and office administration procedures particularly in accounting. Must possess a valid Philippine professional driver's license.
5. Must possess excellent interpersonal skills, computer management skills, Organizational skills and Driving skills. Must have ability to work with minimal supervision and to accomplish tasks requiring a high degree of accuracy and attention-to-detail.
6. Must have the ability to work quickly and accurately under continuing pressure and extended hours. Must have the ability to set priorities and make mature, considered judgments.

SELECTION PROCESS

When equally qualified, U.S. Citizen Eligible Family Members (AEFMs) and U.S. Veterans will be given preference. Therefore, it is essential that the candidate address the required qualifications above in the application.

ADDITIONAL SELECTION CRITERIA

1. Management will consider nepotism/conflict of interest, budget, and residency status in determining successful candidacy.

2. Current employees serving a probationary period are not eligible to apply.
3. Currently employed US Citizen EFMs who hold a FMA appointment are ineligible to apply for advertised positions within the first 90 calendar days of their employment.
4. Currently employed NORs hired under a Personal Services Agreement (PSA) are ineligible to apply for advertised positions within the first 90 calendar days of their employment, unless currently hired into a position with a When Actually Employed (WAE) work schedule.

TO APPLY

Interested applicants for this position must submit the following, or the application will not be considered:

1. Application for U.S. Federal Employment (SF-171 or OF- 612) <http://manilasntsg/homepage/hrd/wwwfper1.pdf>; or
2. A current resume or curriculum vitae that provides the same information as an OF-612; plus
3. Candidates who claim U.S. Veterans preference must provide a copy of their Form DD-214 with their application.
4. Any other documentation (e.g., essays, certificates, awards, copies of degrees earned) that addresses the qualification requirements of the position as listed above.

SUBMIT APPLICATION TO

Human Resources Office
U.S. Embassy
1201 Roxas Boulevard, Manila 1000

E-mail: mnlper@state.gov (please send as an MS Word attachment)

Fax: 522-4361 attention to HR Office.

Drop-Off: Walk-in applicants are not entertained. Please leave your resume with the guards detailed at the Main

Gate, attention: HR Office. Specify in your application the position for which you are applying.

For further information regarding the above position, please call 528-6300 x5169 or visit our website at <http://philippines.usembassy.gov>.

DEFINITIONS

1. AEFM: A type of EFM that is eligible for direct hire employment on either a Family member Appointment (FMA) or Temporary Appointment (TEMP) provided s/he meets all of the following criteria:

-- US citizen;

-- Spouse or dependent who is at least age 18;

-- Listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed at a US Foreign Service post or establishment abroad with a USG agency that is under COM authority;

-- Is resident at the sponsoring employee's or uniform service member's post of assignment abroad, approved safehaven abroad, or alternate safehaven abroad; and

-- Does not receive a USG annuity or pension based on a career in the US Civil, Foreign, or uniform services.

2. EFM: Family Members at least age 18 listed on the travel orders of a Foreign or Civil Service or uniformed service member permanently assigned to or stationed to a US Foreign Service post or establishment abroad with a USG agency that is under COM authority who do not meet the definition of AEFM above.

3. Member of Household: A MOH is a person who: 1) Has accompanied, but is not/not on the travel orders of a U.S. citizen Foreign or Civil Service employee or uniform service member permanently assigned to or stationed at a U.S. Foreign service post or establishment abroad; 2) Has been declared by the

sponsoring employee to the Chief of Mission as part of his/her household; and 3) Resides at post with the sponsoring employee.

4. Ordinarily Resident (OR): A citizen of the host country or a citizen of another country who has shifted the main residency focus to the host country and has the required work and/or residency permits for employment in country.

5. Not-Ordinarily Resident (NOR): Typically NORs are US Citizen EFMs and EFMs of FS, GS, and uniform service members who are eligible for employment under an American USG pay plan, on the travel orders and under Chief of Mission authority, or other personnel having diplomatic privileges and immunities.

CLOSING DATE FOR THIS POSITION: March 20, 2007

The US Mission in Philippines provides equal opportunity and fair and equitable treatment in employment to all people without regard to race, color, religion, sex, national origin, age, disability, political affiliation, marital status, or sexual orientation. The Department of State also strives to achieve equal employment opportunity in all personnel operations through continuing diversity enhancement programs.

The EEO complaint procedure is not available to individuals who believe they have been denied equal opportunity based upon marital status or political affiliation. Individuals with such complaints should avail themselves of the appropriate grievance procedures, remedies for prohibited personnel practices, and/or courts for relief.